COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 33-3, *Information Management*, and establishes procedures and standards that govern the management of AIGs. It explains how AIGs are assigned and used and includes an index of Air Force Reserve Command (AFRC) approved AIGs. It applies to Air Force Reserve activities.

SUMMARY OF REVISIONS

This revision changes the procedures for the office of primary responsibility (OPR) in sending courtesy copies to HQ AFRC/SCIA. It also generally updates command's name and office symbols. A (|) indicates revision from previous edition.

1. Terms Explained:

1.1. AIG. A message address designator, represented by a number, consisting of a predetermined and frequently used list of addresses. The list may include action, information, or a combination of these addresses. AIGs reduce the number of addresses that must be shown in the message heading and enhance the speed of message processing.

1.2. AIG Establishment Message. A message the OPR prepares and transmits to announce the establishment of a new AIG (attachment 1).

1.3. Office Symbol. A grouping of letters that identifies organizational functions. You must use an office symbol on all AIGs except establishments for general use.

1.4. Modification Message. A message that modifies an existing AIG consisting of addressee additions, deletions, and changes (attachment 2). The OPR prepares and transmits the modification message.

1.5. OPR. The office that establishes, uses, and manages the AIG.

1.6. Recapitulation Message. An annual update message or a consolidation of the last three modifi-
cations of which shows the current addressees of the AIG (attachment 3). The OPR prepares and
transmits the recapitulation.

2. Responsibilities:

2.1. AIG Manager. The HQ AFRC Administrative Communications Branch (HQ AFRC/SCIA) is
the AIG manager for the Air Force Reserve Command:

   2.1.1. Approves or disapproves requests for HQ AFRC AIG establishments.

   2.1.2. Disapproves AIG assignment requests similar to, or duplicates of, existing AIG composi-
   tions.

   2.1.3. Assigns and issues AIG numbers to the OPR when request is approved.

   2.1.4. Maintains a file of establishment, modification, and recapitulation messages for HQ AFRC
   AIGs and disposes of it according to AFMAN 37-139, *Records Disposition Schedule*.

   2.1.5. Maintains a current list of AIG assignments. The list contains each AIG number, its OPR,
   address composition, and classification.

   2.1.6. Reviews all active AIGs assigned to staff agencies and subordinate units annually to ensure
   the OPR has transmitted annual recapitulations.

2.2. OPR. The OPR for an AIG is the office responsible for its use and administration that:

   2.2.1. Ensures each assigned AIG is necessary and its address composition is current.

   2.2.2. Authorizes activities to use the AIG and tells the AIG manager who is authorized to use the
   AIG. Grants use of restricted AIG on a case-by-case basis, upon request.

   2.2.3. Ensures authorized message originators use the AIG correctly.

   2.2.4. Maintains record copy files of those AIG establishments, recapitulations, and modifica-
   tions for which it is the OPR. Reviews each assigned AIG annually on the anniversary date of its
   establishment. Cancels those AIGs no longer needed.

   2.2.5. Transmits a recapitulation of all current AIGs after <u>three</u> modifications or at least once a
   year during the anniversary month following initial establishment or last recapitulation.

   2.2.6. Sends AIG establishments, modifications, cancelations, and recapitulations to:

      2.2.6.1. HQ AFRC/SCIA and servicing base communications center (BCC). The SCIA copy
      should be sent by HQ AFRC staff OPRs via e-mail in text format or as an attachment. For all
      other OPRs a copy should be sent through their BCC.

      2.2.6.2. Addressees and users by mail/message.

2.3. Addressees:

   2.3.1. Must tell their servicing BCC when they can use the AIG.

   2.3.2. Will furnish their BCC a copy of establishments, recapitulations, modifications, or cancela-
   tions on AIG for which they are included as action or information addressees.

2.3.3. Must advise the OPR when determined they no longer need to be included in an AIG or if their titles or addresses change.

2.3.4. May maintain a case file of all AIG establishments, recapitulations, and modifications for which they are included as action or information addressees.

3. AIG Composition. Requests for assignment of AIGs must contain 16 or more action addressees served by a DOD BCC other than the originator. Do not include agencies served by commercial facilities and addressees of other nations (including NATO countries).

4. Requesting Assignment of an AIG. Submit all requests to HQ AFRC/SCIA. Requests must include:

4.1. Identification of the proposed OPR (unit, office symbol, and phone). OPRs should have a direct knowledge of the AIG.

4.2. Type of AIG requested, that is, general (G), restricted (R), or exercise (E).

4.2.1. General AIGs. AIGs that can be used by other organizations without prior permission of OPR.

4.2.2. Restricted AIGs. AIGs that require prior permission of OPR before use. OPR must justify the need for a restricted AIG in their request for issuance of the AIG.

4.2.3. Exercise AIGs. These types of messages have all the characteristics of an original establishment message except they are activated at the beginning of an exercise, canceled at the conclusion of the exercise, and the OPR retains control of their use.

4.2.3.1. When these AIGs are canceled, the OPR must include in the cancelation message: "HQ AFRC/SCIA RETAINS AIG_____FOR FUTURE ASSIGNMENT."

4.2.3.2. OPRs are required to comply with paragraph 2.2.4.

4.3. Description, classification, and purpose of the AIG.

4.4. Estimated frequency of use.

4.5. Proposed list of addressees, including action and information addressees, office symbol of intended recipients (omit if general use AIG), authorized users, and the classification of the address composition.

5. AIG Establishment. Use addressee's organization designation and office symbol when establishing AIGs. If the AIG is for general use, omit the office symbol. After establishment, wait at least 5 workdays before transmitting messages to the new AIG. This is to ensure BCCs have enough time to load the AIG in their system before modifications are submitted.

6. AIG Modification. Show the AIG number, followed by a forward slant and the sequence number of the modification (for example, AIG Modification 8436/2, 8436/3, and so forth) as the message subject. After annual recapitulation, the first modification reverts to number "2" (see attachment 2). Following the subject line reference the recapitulation, showing the OPR and date-time-group (DTG) (see attachment 2).

7. Annual Recapitulation. An AIG OPR makes use of the Air Force Address Directory to verify their PLA Plain Language Address (PLA) prior to sending the recapitulation. The annual recapitulation supersedes the establishment message and all modifications. The AIG manager and OPR maintain the initial establishment message and background material with the recapitulation message until the AIG is canceled. Include the organization title, office symbol, and DSN for OPR (see attachment 3).

8. Cancelation Message. This message cancels the AIG and returns the AIG to central pool of AIGs maintained by HQ AFRC/SCIA (see attachment 4).

9. AIG Index. AIGs established for HQ AFRC use are listed in attachment 5.

10. (HQ AFRC Only) Coordination. Before release of AIG establishments and recapitulations, coordinate with the AIG manager, SCIA.

11. Use of Office Symbols. Office symbols are an essential part of AIG composition and ensure messages get to the correct addressee. If AIG messages have more than one office symbol at the same place, the first symbol is the OPR. All others are offices of collateral responsibility, for example, HQ AFRC ROBINS AFB GA//SCI/SCIP//.

12. Message Addresses (ZEN Addresses). When an AIG includes units located on the same station as the message originator or units geographically separated and not serviced by a DOD BCC, the originator must reproduce and send copies to those units. The BCC does not reproduce and send copies to those units. The BCC does not reproduce copies for local distribution.

13. Classified Messages. When using an AIG to transmit classified information, ensure all addressees have a need-to-know. Do not use the AIG as a convenience, and ensure the AIGs maximum classification level is not exceeded.

                              DAVID S. SIBLEY,   Brig Gen, USAFR
                              Assistant Vice Commander

Attachment 1

SAMPLE AIG ESTABLISHMENT MESSAGE

01   01   000000Z   FEB 98   RR   RR   UUUU   SCIA000000

FROM: ORGINATOR'S PLAIN LANGUAGE ADDRESS//OFFICE SYMBOL//

TO: ACTION ADDRESSEES INCLUDED IN AIG//OFFICE SYMBOL//

INFO: INFO ADDRESSEES INCLUDED IN AIG//OFFICE SYMBOL//

AF ACP-AIG WASHINGTON DC// (MANDATORY INFO COPY)

NAVCSRF HONOLULU HI//N33// (MANDATORY INFO COPY)

ZEN SERVICING BCC//OFFICE SYMBOL// (MANDATORY INFO COPY)

ZEN HQ AFRC ROBINS AFB GA//SCIA// (MANDATORY INFO COPY)

UNCLAS

SUBJ: ESTABLISHMENT OF AIG (NUMBER)

1. ABOVE ADDRESSEES WITH THE EXCLUSION OF AF ACP-AIG, SERVICING BCC, HQ AFRC/SCIA, AND NAVCSRF/N33 COMPOSE AIG (NUMBER).

2. PRIMARY PURPOSE OF THIS AIG IS TO DISSEMINATE INFORMATION PERTAINING TO (INSERT APPLICABLE STATEMENT).

3. THIS AIG IS RESTRICTED FOR USE BY (INSERT AUTHORIZED USERS). (Do not use this paragraph if use is unrestricted).

4. THE HIGHEST CLASSIFICATION FOR MESSAGES WILL BE (CLASSIFICATION).

5. ADDRESSEES WILL:

A. PROVIDE SERVICING BCC A COPY OF THIS MESSAGE TO ENSURE DELIVERY OF FUTURE MESSAGES ADDRESSED TO THIS AIG. (If addressees are authorized to use this AIG, notify BCC of intent).

B. REPORT ADDRESS CHANGES/CORRECTIONS IMMEDIATELY TO (INSERT OPR). (Name, organization title/office symbol, e-mail address, DSN or commercial mail and fax).

Attachment 2

SAMPLE AIG MODIFICATION MESSAGE

01 01   000000Z   AUG 98   RR   RR   UUUU   SCIA000000

    FROM: ORGINATOR'S PLAIN LANGUAGE ADDRESS //OFFICE SYMBOL//

     TO: AIG (NUMBER)

     ADDED ADDRESSEES (If modification is adding addressees, they must be

     included as action addresses)

      INFO: AF ACP-AIG WASHINGTON DC// (MANDATORY INFO COPY)

         NAVCSRF HONOLULU HI//N33// (MANDATORY INFO COPY)

         ZEN SERVICING BCC//OFFICE SYMBOL// (MANDATORY INFO COPY)

         ZEN HQ AFRC ROBINS AFB GA//SCIA// (MANDATORY INFO COPY)

UNCLAS

SUBJ: AIG MODIFICATION (NUMBER)/2

REF: LAST RECAPITLUATION 000000Z FEB 98.

1. ADD: (Indicate any new addressees).

2. DELETE: (Indicate any deleted addressees).

3. CHANGE: (Show any changes).

4. ADDRESSEES WILL:

A. PROVIDE SERVICING BCC A COPY OF THIS MESSAGE TO ENSURE APPROPRIATE RECORDS ARE CHANGED.

B. REPORT ADDRESS CHANGES/CORRECTIONS IMMEDIATELY TO (INSERT OPR). (Name, organization title/office symbol, e-mail address, DSN or commercial mail and fax).

5. THE NEXT CHANGE TO THIS AIG WILL BE MODIFICATION NUMBER 3.

Attachment 3

SAMPLE AIG RECAPITULATION MESSAGE

01   01   000000Z   OCT 98   RR   RR   UUUU   SCIA000000

FROM: ORGINATOR'S PLAIN LANGUAGE ADDRESS //OFFICE SYMBOL//

TO: ACTION ADDRESSEES INCLUDED IN AIG//OFFICE SYMBOL//

INFO: INFO ADDRESSEES INCLUDED IN AIG//OFFICE SYMBOL//

AF ACP-AIG WASHINGTON DC// (MANDATORY INFO COPY)

NAVCSRF HONOLULU HI//N33// (MANDATORY INFO COPY)

ZEN SERVICING BCC//OFFICE SYMBOL// (MANDATORY INFO COPY)

ZEN HQ AFRC ROBINS AFB GA//SCIA// (MANDATORY INFO COPY)

UNCLAS

SUBJ: RECAPITULATION OF AIG (NUMBER)

1. ABOVE ADDRESSEES WITH THE EXCLUSION OF AF ACP-AIG, SERVICING BCC, HQ AFRC/SCIA, AND NAVCSRF/N33 COMPOSE AIG (NUMBER). PREVIOUS COMPOSITION AND ALL MODIFICATIONS ARE HEREBY SUPERSEDED.

2. PRIMARY PURPOSE OF THIS AIG IS TO DISSEMINATE INFORMATION PERTAINING TO

(INSERT APPLICABLE STATEMENT).

3. THIS AIG IS RESTRICTED FOR USE BY (INSERT AUTHORIZED USERS). (Do not use this paragraph if use is unrestricted).

4. THE HIGHEST CLASSIFICATION FOR MESSAGES WILL BE (CLASSIFICATION).

5. ADDRESSEES WILL:

A. PROVIDE SERVICING BCC A COPY OF THIS MESSAGE TO ENSURE DELIVERY OF FUTURE MESSAGES ADDRESSED TO AIG (NUMBER). (If addressees are authorized to use this AIG, notify BCC of intent).

B. REPORT ADDRESS CHANGES/CORRECTIONS IMMEDIATELY TO (INSERT OPR). (Name, organization title/office symbol, DSN or commercial mail and fax).

6. THE NEXT CHANGE TO THIS AIG WILL BE MODIFICATION NUMBER 2.

Attachment 4

SAMPLE AIG CANCELATION MESSAGE

01   01   000000Z   NOV 98   RR   RR   UUUU   SCIA000000

      FROM: ORGINATOR'S PLAIN LANGUAGE ADDRESS//OFFICE SYMBOL//

        TO: AIG (NUMBER)

     INFO: AF ACP-AIG WASHINGTON DC// (MANDATORY INFO COPY)

           NAVCSRF HONOLULU HI//N33// (MANDATORY INFO COPY)

           ZEN SERVICING BCC//OFFICE SYMBOL// (MANDATORY INFO COPY)

           ZEN HQ AFRC ROBINS AFB GA//SCIA// (MANDATORY INFO COPY)

UNCLAS

SUBJ: CANCELATION OF AIG (NUMBER)

1. AIG (NUMBER) IS CANCELED EFFECTIVE (DATE) AND IS RETAINED FOR FUTURE ASSIGNMENT BY HQ AFRC/SCIA.

2. ADDRESSEES WILL PROVIDE SERVICING BCC WITH A COPY OF THIS CANCELATION MESSAGE. OPR IS (INSERT OPR). (Name, organization title/office symbol, DSN or commercial mail and fax).

Attachment 5

AIG INDEX

AIG	TYPE	PURPOSE	OPR
8436	G	All AFRC Flying Units	HQ AFRC/DOT
8437	G	All AFRC NAFs, Wings, Groups, CLSSs, Contingency Hospitals	HQ AFRC/SCIA
8438	G	All AFRC Bases	HQ AFRC/SCIA
8439	R	All AFRC Units	HQ AFRC/SCIA
8440	G	All Regional and Support Groups Commanders	HQ AFRC/SCIA
8441	R	Base Manpower Data System	HQ AFRC/XPM
8442	G	Retained for Future Use	
8443	G	All AMC-Gained Flying Units	HQ AFRC/DOT
8444	G	All AFRC C-130 Airlift/Rescue/Special Operations Units	HQ AFRC/DOT
8445	R	All AFRC Unit Equipped Activities	HQ AFRC/LGM
8446	R	All AFRC C4 System Security Managers	HQ AFRC/SCMS
8447	R	AFRC Services (SV) Prime Readiness In Base Services (RIBS) Matters	HQ AFRC/SVE
8448	R	All CCPOS Servicing Reserve Units	HQ AFRC/DPC
8449	G	Maintenance Management Concepts and Procedures Pertaining to Air Mobility Command-Gained AFRC Units	HQ AFRC/LGQ
8450	R	Communications-Computer Systems, Small Computer and Network Issues	HQ AFRC/SCP
8451	G	AFRC Visual Information	HQ AFRC/SCV
8452	G	22 AF Aerial Port Squadron	22 AF/CCQI
8453	R	Retained for Future Use	
8454	R	10 AF Flying Wings and Detached Flying SQs	10 AF/CCS
8455	R	10 AF Fighter Units	10 AF/CCS
8456	G	Retained for Future Use	
8457	R	4 AF and 604 RSG Units	604 RSG/SCB
8458	G	4 AF Flying Units	604 RSG/SCB
8459	G	4 AF Aerial Port Units	604 RSG/SCB

8460	R	Management of Fuels and Fuel Related Issues for Reserve Flights	HQ AFRC/LGSF
8461	G	22 AF Units	22 AF/CCQI
8462	G	AFRC Aerial Port Functions	HQ AFRC/DONR
8463	R	Supply Information to other MAJCOMs/FOAs	HQ AFRC/LGS
8464	R	AFRC Command Post Emergency Actions	HQ AFRC/DOCR
8465	R	Depot Level Repairable (DLRS) & Air Force Cost Analysis Improvement Group (AFCAIG)	HQ AFRC/LGQ
8466	G	Retained for Future Use	
8467	G	GSUs and their servicing Military Personnel Flights	10 AF/CCS
8468	G	AFRC C-130 Units	HQ AFRC/LGM
8469	G	Combat Arms Training and Maintenance (CATM)	HQ AFRC/SF
8470	G	Retained for Future Use	
8471	R	AFRC Policy, Guidance, Time Sensitive Admin Actions, Analytical Reports, Requests for Augmentation	HQ AFRC/INO
8472	R	Retained for Future Use	
8473	R	Retained for Future Use	
8474	G	22 AF Plans Offices	HQ AFRC/LGX
8475	R	All Appropriate Plans Offices and Directors for Logistics, Including Internal OPR/OCRs	HQ AFRC/LGX
8476	R	All Appropriate Plans Offices and Directors of Operations, Including Internal OPR/OCRs	HQ AFRC/LGX
8477	G	All Appropriate Plans Offices Including Internal OPR/OCRs	HQ AFRC/LGX
8478	G	4 AF Plans Offices	HQ AFRC/LGX
8479	G	10 AF Plans Offices	HQ AFRC/LGX
8480	R	HQ AFRC Logistics Support Squadrons (LSS)	HQ AFRC/LGS
8481	G	Retained for Future Use	
8482	G	Retained for Future Use	
8483	G	All AFRC Enlisted Force Senior Enlisted Advisors	HQ AFRC/CCC
10465	G	Munitions, Associated Equipment and ADs	HQ AFRC/LGMW
10466	G	Retained for Future Use	
10467	G	Retained for Future Use	

10468	R	Civil Engineer Squadron/Flights and their Parents Groups, and Regional Support Groups	HQ AFRC/CEX
10469	R	All AFRC Regional Support Groups (RSG), Support Groups (SPTG), and Civil Engineer Readiness Flights	HQ AFRC/CEX
10470-10474		Retained for Future Use	
10604	R	All AFRC CS/CF, Special Operations Communications Flights, SOS, and ESF	HQ AFRC/SCPX
10605	G	Information Pertaining to Information Management	HQ AFRC/SCPX
10606	R	All AFRC Publications Distribution Offices (RPDO) and the Command Publications Distribution Library (CPDL)	HQ AFRC/SCSID
10607	R	All AFRC Military Personnel Flights	HQ AFRC/DPS
10608	R	All AFRC Medical Units	HQ AFRC/SGSA
10609	G	All AFRC Bases TNET and TNET Training	HQ AFRC/SCV
10615	R	Standard Base Supply System (SBSS) Tasking	HQ AFRC/LGSMP
10616	R	All AFRC Budget Offices	HQ AFRC/FMA
10617	R	Retained for Future Use	
10618	G	AFRC Security Forces Flights, Squadrons and NAF's	HQ AFRC/SF
10619	G	All Air Force Reserve Recruiters	HQ AFRC/RS
12875	G	All ACC-Gained Flying Units	HQ AFRC/DOT
12876	G	Unit Chaplain Service Programs	HQ AFRC/HC
12877	G	Retained for Future Use	
12878	R	Statutory Tour Matters	HQ USAF/REP
12879	R	Advertisement of Statutory Tour Positions	HQ USAF/REP
12880	R	Air Force and AFRC Legal Issues	HQ AFRC/JA
12881	G	Retained for Future Use	
12882	R	AFRC Command and Control	HQ AFRC/DOOC
12883-12890		Retained for Future Use	